

## Navigating the New MAEFAIRS

**Tip No. 1 – MAEFAIRS is now a web-based application. You WILL NOT USE CITRIX for MAEFAIRS reporting anymore!**

Access the MAEFAIRS Login screen from the OPI Home Page ([www.opi.mt.gov](http://www.opi.mt.gov)) by hovering over the 'Finance & Grants' heading, and then clicking on MAEFAIRS Login.



The screenshot shows the Montana Office of Public Instruction website. The navigation menu at the top includes: Home, Programs, Educator Licensure, Reports & Data, Curriculum & Assessment, Resources, and Finance & Grants. The 'Finance & Grants' menu is open, showing options: MAEFAIRS Login, E-Grants, Internal, Payments to Schools & Co-ops, School Facility Inventory, School Finance, Special Ed Budget/Accounting, and State & Federal Grants Handbook. The 'MAEFAIRS Login' option is highlighted. Below the navigation menu, there is a 'Current Events' section with a 'MEDIA CENTER' dropdown menu. The featured article is titled 'The Summer Food Service Program— Helping all kids get the nutrition they need' and is dated Tuesday, June 22, 2010. The article text states: 'The Summer Food Service Program serves nutritious meals to children when school is not in session to help all kids get the nutrition they need to learn, play, and grow year round. The program is funded by the U.S. Department of Agriculture'. A photo of Superintendent Denise Juneau is shown next to the article. To the right of the photo, there is a 'Spotlight On' section titled 'Superintendent Juneau's Child Nutrition Program and Montana Team Nutr support Farm to School efforts throughout Mont'.

Home Programs Educator Licensure Reports & Data Curriculum & Assessment Resources Finance & Grants

MAEFAIRS Login

E-Grants

Internal

Payments to Schools & Co-ops

School Facility Inventory

School Finance

Special Ed Budget/Accounting

State & Federal Grants Handbook

**Current Events**

▼ MEDIA CENTER

- [Superintendent Juneau Seeks Outstanding Educators for the OPI "Talent Pool"](#)
- [Official Email](#)
- [Breaking News](#)
- [News Releases](#)

**The Summer Food Service Program— Helping all kids get the nutrition they need**

Tuesday, June 22, 2010

The Summer Food Service Program serves nutritious meals to children when school is not in session to help all kids get the nutrition they need to learn, play, and grow year round. The program is funded by the U.S. Department of Agriculture

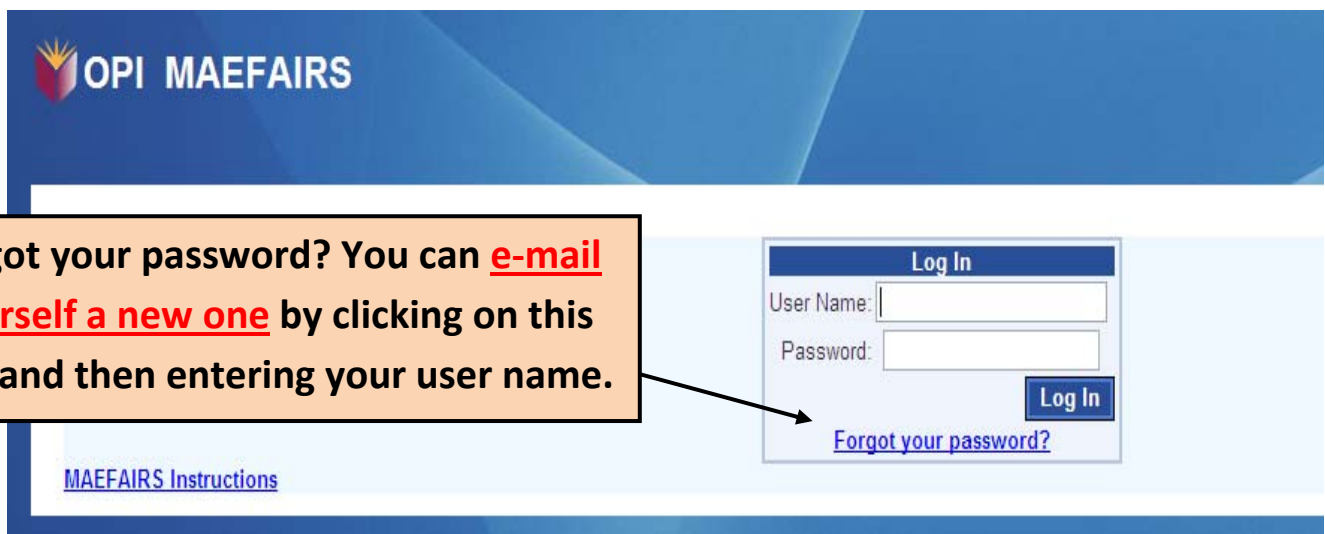
Superintendent Juneau's Child Nutrition Program and Montana Team Nutr support Farm to School efforts throughout Mont

## Tip No. 2 – Remember that your user name and passwords are different than they were for logging into MAEFAIRS using Citrix .

**User Name:** Is not the one used for logging into MAEFAIRS when you used CITRIX!

Is typically your first name, space, last name, unless **YOU CHANGE IT** (i.e. John Doe).

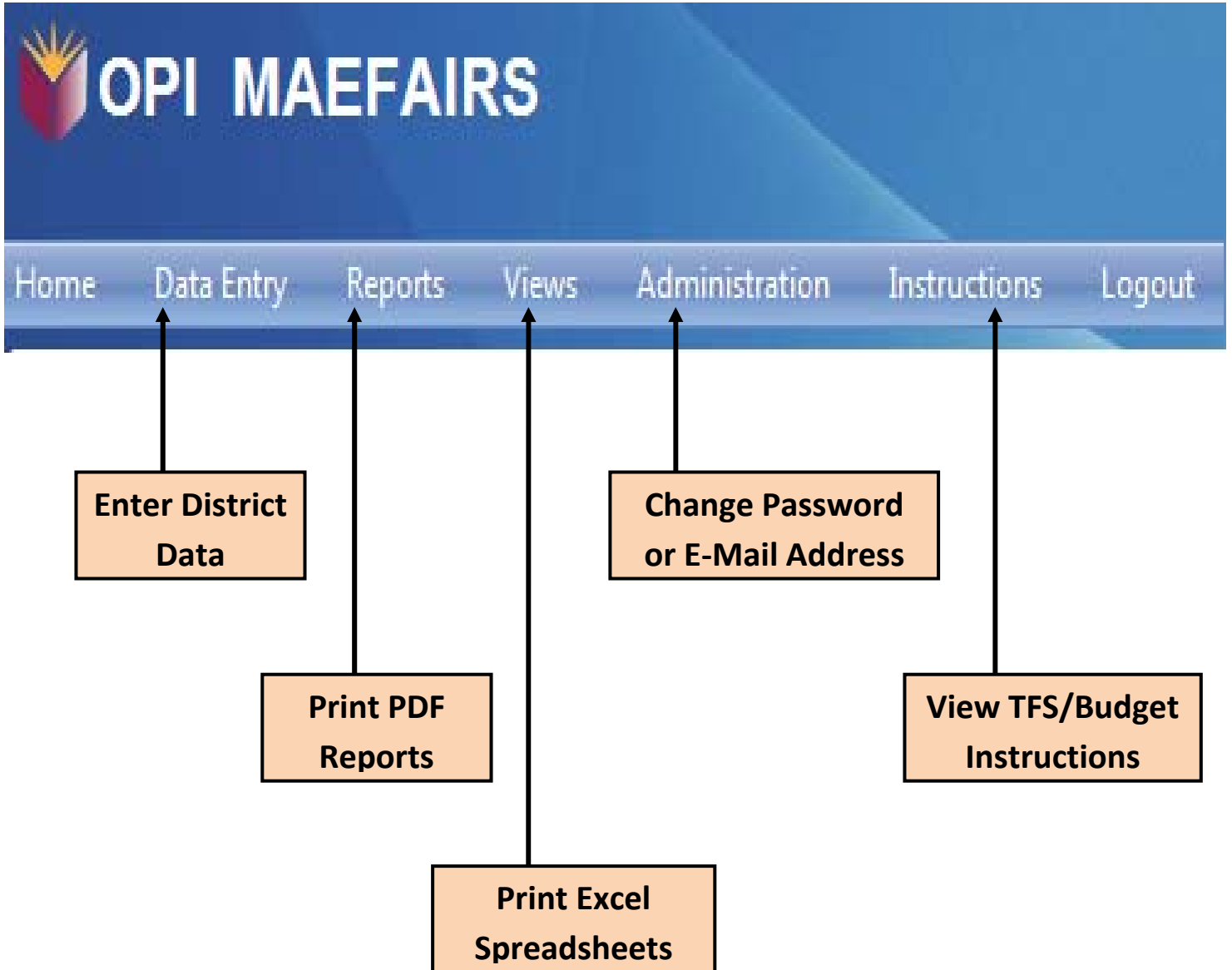
Is the same user name used for other web-based applications, such as:  
Pupil Transportation, Gifted and Talented, etc.



### **Password:**

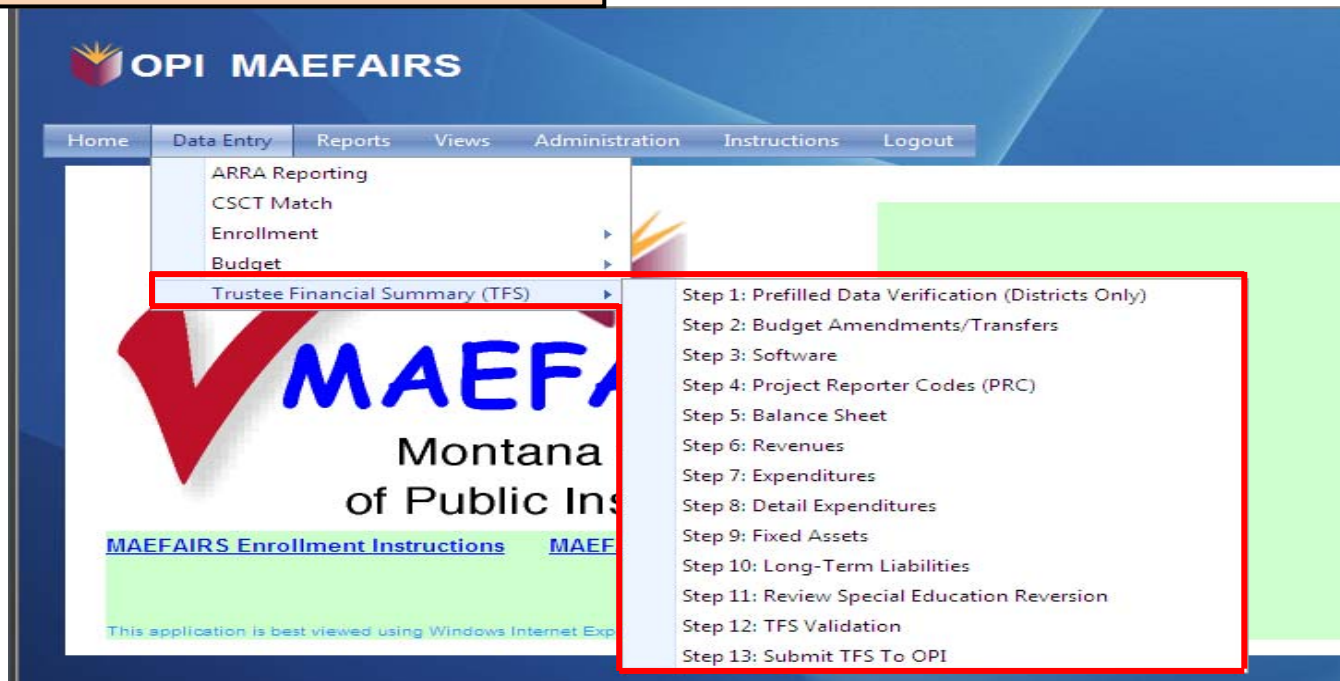
1. **NEVER** allow your internet browser to 'remember' or 'save' your password for MAEFAIRS.
2. Randomly generated passwords that are sent via e-mail can be difficult to manually key in.
3. When you receive a new password, 'copy' it by highlighting the text with your mouse (hold down left click), and then pressing Ctrl-C on your keyboard (or right click on your mouse, choose copy) to copy the password.
4. When logging in, 'paste' your random password in the password field by clicking inside the password field and pressing Ctrl-V on your keyboard (or right click on your mouse, choose paste) to paste it.
5. Once successfully logged in, immediately change your password to something you can easily remember.

**Tip No. 3 – Get used to the new menu headings at the top of your screen.  
Hovering over these headings will allow you to access everything in MAEFAIRS.**

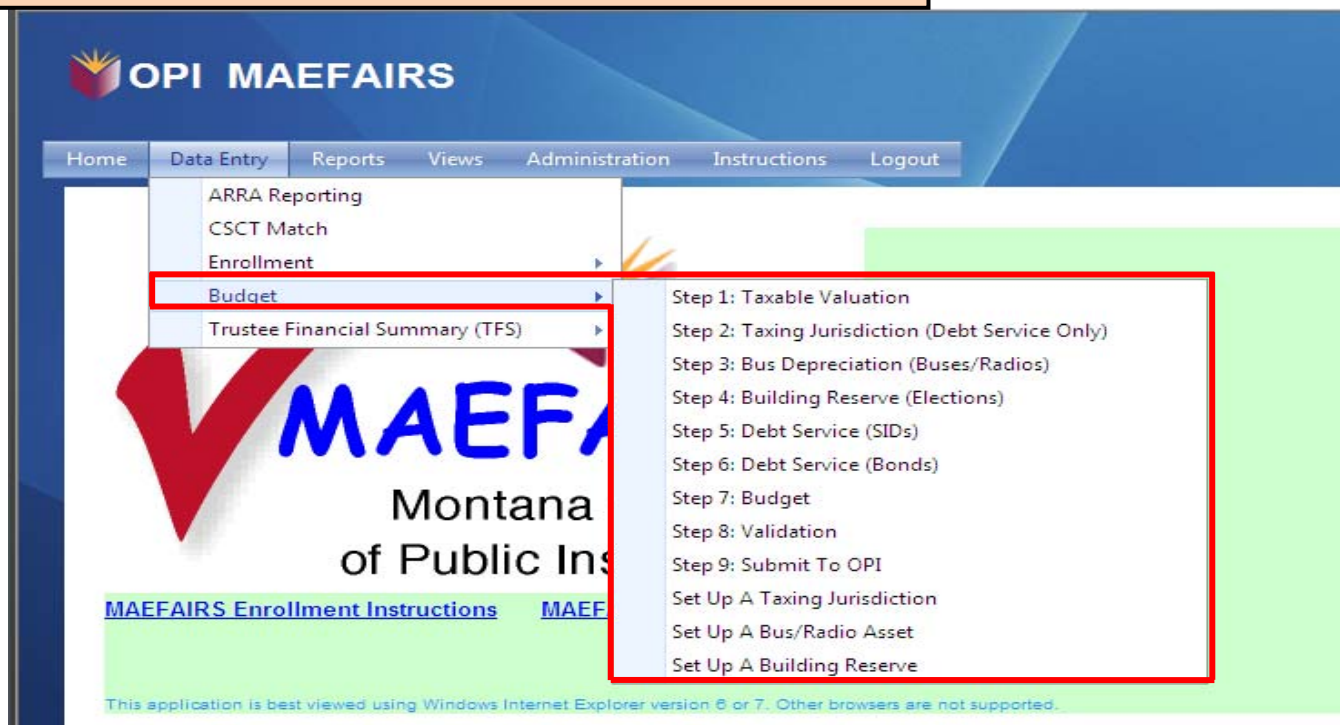


**Tip No. 4 – Get used to using the “Data Entry” option. Hovering over it will access the Trustees’ Financial Summary (TFS) and Budget data entry screens.**

### Data Entry --- TFS --- Steps 1-13



### Data Entry --- Budget --- Steps 1-9 & Setup Screens



**Tip No. 5 – You must click on the **SAVE** button to create records (i.e. to make data entries). Do not try to create records by using the 'Enter' key on your keyboard.**

Example: You want to create a record for regular instructional salaries (1XX-1XXX-1XX). Using the dropdown lists, you must choose the Program code, Function Code, and Object Code. You then enter an amount, and select the **SAVE** button.

The screenshot shows a web form titled "Expenditures" with a light green background. At the top, it displays "Fiscal Year: 2010" and "LE: Absarokee Elem - 0861" with a dropdown arrow. To the right, "Fund Code: 01 - General Fund" is shown with a dropdown arrow. Below this are three blue buttons: "Print Expenditure Report", "Go To Project Reporter Page", and "Go To Revenue Page". The form contains several dropdown menus: "Project Reporter Code:" (empty), "Program Code:" (1XX - Regular Education Programs - Elementary/Secondary), "Function Code:" (1XXX - Instruction), and "Object Code:" (1XX - Personal Services - Salaries). An "Amount:" field contains "700,000", and "Last Year's Amount:" is "652,201.39". At the bottom right are three buttons: "Save" (highlighted with a red border), "Cancel", and "Delete". A callout box with an orange background and black border points to the "Save" button, containing the text: "Create 'records' by selecting the **SAVE** button." In the bottom left corner, under the heading "Expenditures", a red message states: "There are no expenditure records entered for this LE."

**Expenditures**

Fiscal Year: 2010 LE: Absarokee Elem - 0861 Fund Code: 01 - General Fund

Print Expenditure Report Go To Project Reporter Page Go To Revenue Page

Project Reporter Code: Program Code: 1XX - Regular Education Programs - Elementary/Secondary

Function Code: 1XXX - Instruction

Object Code: 1XX - Personal Services - Salaries

Amount: 700,000 Last Year's Amount: 652,201.39 Save Cancel Delete

Expenditures

There are no expenditure records entered for this LE.

Create 'records' by selecting the **SAVE** button.

**Tip No. 6 – If you want to change a record that you have already saved, you must *SELECT* the existing record from the list of saved entries.**

For example, assume you want to change the record you just created (1XX-1XXX-1XX). You choose the Program code, Function Code, but the 1XX Object Code is no longer in the drop down list.

**Expenditures**

Fiscal Year: 2010 LE: Absarokee Elem - 0861 Fund Code: 01 - General Fund

Print Expenditure Report Go To Project Reporter Page Go To Revenue Page

Project Reporter Code: [dropdown]

Program Code: 1XX - Regular Education Programs - Elementary/Secondary

Function Code: 1XXX - Instruction

Object Code: [dropdown]

Amount: [input field]

Expenditures

Program Code	Function Code	Object Code
1XX	1XXX	2XX - Personal Services - Employee Benefits
		3XX - Purchased Professional and Technical Services
		4XX - Purchased Property Services
		5XX - Other Purchased Services
		6XX - Supplies and Materials
		7XX - Property and Equipment Acquisition
		810 - Dues and Fees
		8XX - Other Expenditures

Cancel Delete

**1XX-1XXX-1XX is not available, because you have already saved a record for it.**

The record shows below because it has already been saved. In order to edit the record, you must click on the *SELECT* button, make any changes to the amount, and then select *SAVE* again.

**Expenditures**

Fiscal Year: 2010 LE: Absarokee Elem - 0861 Fund Code: 01 - General Fund

Print Expenditure Report Go To Project Reporter Page Go To Revenue Page

Project Reporter Code: [dropdown]

Program Code: 1XX - Regular Education Programs - Elementary/Secondary

Function Code: 1XXX - Instruction

Object Code: 1XX - Personal Services - Salaries

Amount: 700,000.00 Last Year's Amount: 652,201.39 Save Cancel Delete

Expenditures

Program Code	Function Code	Object Code	PRC	Amount	Action
1XX	1XXX	1XX		700,000.00	Select
				700,000.00	

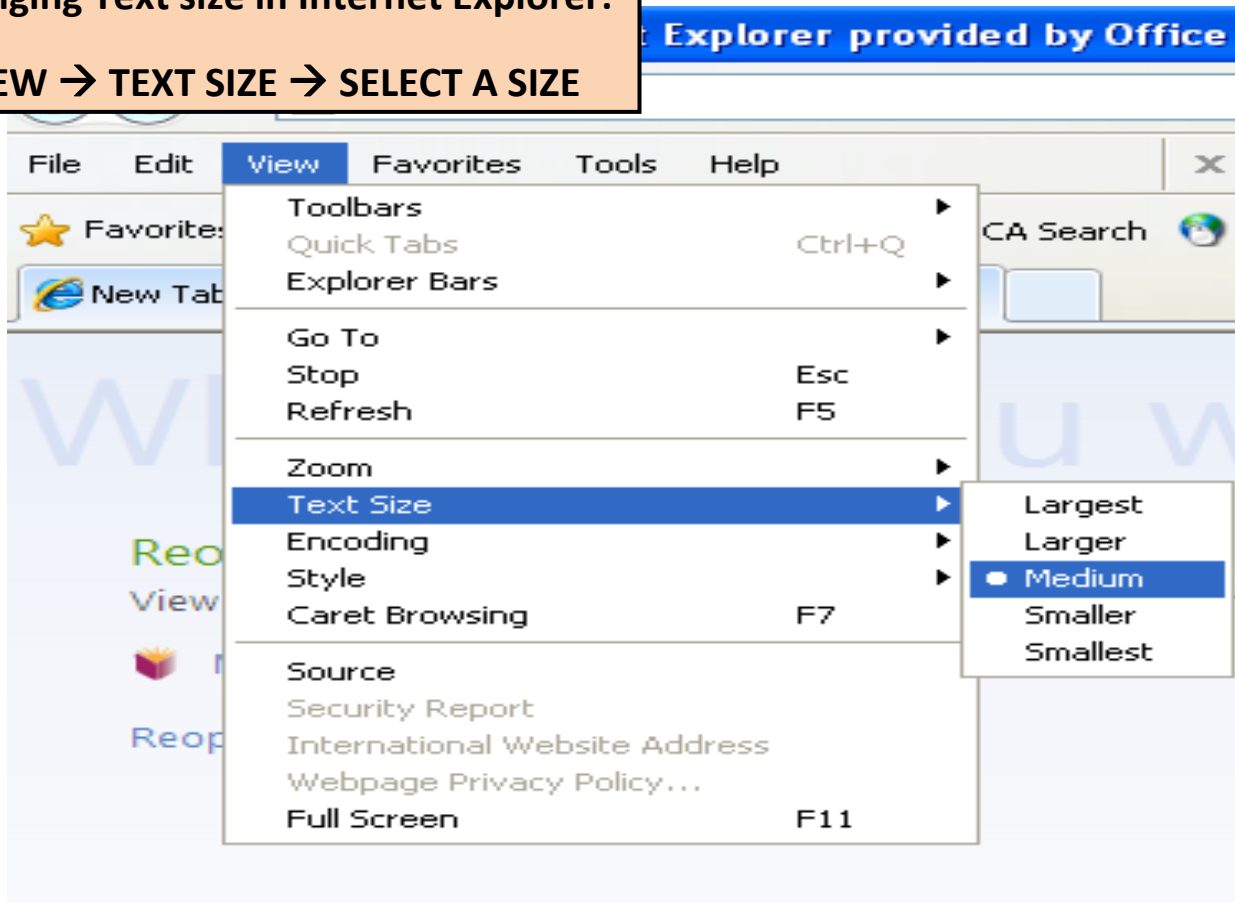
**1. *SELECT* the saved record.  
2. Make necessary changes to the amount.  
3. Select *SAVE* again.**

**Tip No. 7 – You can change the size of the text inside MAEFAIRS using your web browser.**

You have the ability to change the text size in Internet Explorer. Keep in mind that this will affect all other web pages you view as well. Medium is the recommended text size.

**Changing Text size in Internet Explorer:**

**VIEW → TEXT SIZE → SELECT A SIZE**



Change the text size in other web browsers:

Firefox: Increase: Hold Ctrl and press +

Decrease: Hold Ctrl and press -

Chrome: Increase: Hold Ctrl and press +

Decrease: Hold Ctrl and press -

Safari: View → Make Text Bigger

Decrease: View → Make Text Smaller

Opera: View → Zoom → Choose a %

Decrease: View → Zoom → Choose a %

**Tip No. 8 – When you print a report, you can control the information you include. Then use the *PRINT TO PDF* function.**

This creates a PDF file that you can save on your computer and then print copies.

Make sure that you have the most up to date version of Adobe Reader installed on your computer.

Example: The 'Budget' report screen is shown below.

The screenshot shows a web application interface for generating reports. At the top is a navigation bar with links: Home, Data Entry, Reports (highlighted with a red box), Views, Administration, Instructions, and Logout. Below the navigation bar is a main content area with a light green background. In the top left of this area is a button labeled 'Print To PDF' (highlighted with a red box). To its right is a callout box labeled 'Select Report Sections.' with an arrow pointing to the 'Select Report Section(s)' section. Below the 'Print To PDF' button is a 'Fiscal Year' dropdown menu set to '2011'. The main content area is divided into four sections. The top-left section, titled 'Select Report Type:', contains three radio buttons: 'Blank Report', 'Current Report' (selected), and 'Report As Submitted'. The top-right section, titled 'Select Report Section(s):', contains four checked checkboxes: 'Cover Page', 'Summary', 'General Fund Worksheet', and 'Fund'. Below these checkboxes is a button labeled 'Unselect All Sections'. The bottom-left section, titled 'Select District(s):', has a text input field with the placeholder 'Type District To Highlight' and a list box containing 'Absarokee Elem - 0861' and 'Absarokee H S - 0862'. A callout box labeled 'Select District(s).' points to this list box. Below the list box is a button labeled 'Select All Districts'. The bottom-right section, titled 'Select Fund(s):', has a list box containing a scrollable list of funds: '01 - General Fund', '10 - Transportation Fund', '11 - Bus Depreciation Fund', '13 - Tuition Fund', '14 - Retirement Fund', '17 - Adult Education Fund', '19 - Non-Operating Fund', and '28 - Technology Fund'. A callout box labeled 'Select Fund(s).' points to this list box. Below the list box is a button labeled 'Unselect All Funds'.

Home Data Entry **Reports** Views Administration Instructions Logout

**Print To PDF**

Fiscal Year: 2011

**Select Report Sections.**

**Select Report Type:**

- ☐ Blank Report
- ☒ Current Report
- ☐ Report As Submitted

**Select Report Section(s):**

- ☒ Cover Page
- ☒ Summary
- ☒ General Fund Worksheet
- ☒ Fund

**Unselect All Sections**

**Select District(s).**

**Select District(s):**

Type District To Highlight

- Absarokee Elem - 0861
- Absarokee H S - 0862

**Select All Districts**

**Select Fund(s):**

**Select Fund(s).**

- 01 - General Fund
- 10 - Transportation Fund
- 11 - Bus Depreciation Fund
- 13 - Tuition Fund
- 14 - Retirement Fund
- 17 - Adult Education Fund
- 19 - Non-Operating Fund
- 28 - Technology Fund

**Unselect All Funds**

**Tip No. 9 – When there are multiple data entries in a list, the lower left numbers indicate more than one 'page' of data.**

Example: Saved records in TFS Step 4: Project Reporter Code Screen (5 entries per 'page'):

PRC	Program Title	Program Type	Project Number	CFDA #		
169	Title IV, Part A, Safe & Drug-Free	FEDERAL	0480861160900	84.186A	Select	Delete
229	Title VI, Part B, Subpart 1, Small Rural Schools(SRS)	FEDERAL	S358A040550	84.358A	Select	Delete
309	State OTO Capital Invest & Deferred Maintenance	STATE	STATE	state	Select	Delete
319	Title I, Part A, Improving Basic Programs	FEDERAL	0480861310900	84.010A	Select	Delete
329	Jobs for Montana Graduates	STATE	STATE	State	Select	Delete
1 2 3						

**3 'Pages' of project reporter code records. Click on page numbers to see other saved records.**

Example: Saved records in TFS Step 6: Revenues (10 entries per 'page'):

Revenue Code	PRC	Amount	Calculated	
1110 - District Tax Levy		500,000.00	No	Select
1117 - District Levy - Distn of Pr Yr's Prot/Dlq Taxes		175,000.00	No	Select
1310 - Individual Tuition		2,000.00	No	Select
1510 - Interest Earnings		5,000.00	No	Select
3110 - Direct State Aid		468,361.26	Yes	
3111 - Quality Educator		54,196.27	Yes	
3113 - Indian Education For All		4,039.20	Yes	
3115 - State Spec Ed Allowable Cost Pymt to Districts		33,310.39	Yes	
3120 - State Guaranteed Tax Base Aid		98,515.00	Yes	
3444 - State School Block Grant		119,920.53	Yes	
		1,494,976.34		
1 2				

**2 'Pages' of TFS Revenue records. Click on page numbers to see other saved records.**